

Glenn Labor-Management Partnership Meeting

August 16, 2000

Minutes

Attendees: Don Campbell, Joe Duckworth, James Davis, Bob Everett, Bob Fails, Angel Pagan, Lori Pietravoia, Denny Sender, Don Striebing, Paivi Tripp, Hank Wroblewski

Guests: John Taylor and Karen Arcuri – Skill Mix Presentation

Minutes

The minutes from the July meeting were reviewed and approved, as written.

Skill Mix Presentation – John Taylor and Karen Arcuri

John Taylor presented material in the briefing package distributed to members that were present regarding the skill needs assessment status and plans. He reported:

- The skill mix assessment process began in 1998
- Second Inventory was conducted in 2000
- They are in the process now of assessing the Center's needs
- Plans and Programs Office is leading the effort to integrate the Centerwide assessment with strategic plan, core competencies, POP, etc.

John Taylor reported that the last skill assessment did not identify any gap in skills for technician work. He clarified, however, that the analysis is done from a program perspective and there is a tendency not to capture technician skills separately – probably because the program organizations put skill needs in the scientist/technical areas. He stressed that the exercise is to provide input, not to be the sole input or considered in isolation.

Workforce Planning

Bob Fails walked through the Center Level Procedure for Investment Planning – Workforce, LeR-P1.2.1.

He explained that the Programs in concert with the performing organizations determine the FTE that is needed to do the work. Any disagreements between the two groups are resolved by the DSMT because all FTE plans must fit into the Agency guidelines.

The 2001 operating plan is now being developed by the performing organizations. These plans identify needs down to the Division level. The Indirect (General Administration Staff – OHR, Procurement, Legal, RAMO) are done separately.

Retreat

The retreat was discussed. It was agreed that October 18 and 19 were still dates that should be worked for the retreat (as long as Mr. Campbell's calendar is still clear for those days). Sawmill Creek was determined to be the location of choice. The retreat will be 2 full days with a dinner break and a session in the evening on 10/18.

It was agreed that the objective of the retreat, as discussed at a prior meeting, will be:

The labor-management partnership will come to consensus/agreement on a list of recommendations relative to strategic workforce planning that will be presented to the DSMT for consideration.

This statement will be included on the agenda.

It was also agreed that the 7000 technician presentation should be presented to the Partnership – a special meeting may need to be set up for this since the September meeting will be devoted to the Interest Based Bargaining overview presented by Bill Spellacy of the FLRA.

The materials that must be brought to the retreat are:

Skill Mix Presentation Package
Workforce Plan Presentation
7000 Technician Presentation Package
Draft of 01 Budget (if releasable)
Workforce Skill Mix Plan (if completed)

Information Exchange

Lori Pietravoia reported that the Today @ Glenn page is available now. As per a prior decision, the memo that had been prepared for distribution to all employees should be finalized for posting to this site. It was agreed to go forward with posting the memo about the Partnership. The memo should be modified, however, to take out the request for input. Lori Pietravoia will modify the memo describing the Glenn Partnership and forward to all members before posting it to the Today @ Glenn site.

The status of the Systems Management Office (SMO): The office structure has been planned but not approved yet. Olga Gonzalez-Sanabria is the acting Director for this office.

Lori Pietravoia reported that the hope is that the maxiflex alternative work schedule will be available in October 2000. Negotiations with IFPTE are still ongoing.

Bob Everett expressed a concern that has been communicated by employees to the union –the status of the Airport expansion and the impact to the Center. Don Campbell reported that the Center is working with Cleveland regarding the south 40 and the relocation of some facilities in the west area – specifically the picnic grounds, Lewis Little Folks, and chemical storage. There will not be a runway in the South 40 – it will be a clear zone. It was suggested that some information should be provided to the employees so rumors can be quieted.

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Action Items

1. Lori Pietravoia will modify the memo describing the Glenn partnership and forward to all members before posting it to the today @ glenn site.